

REGIONAL BOARD POSITIONS with DESCRIPTIONS

Board members attend monthly Region 69 Board Meetings. Each Board Position should have at least one assistant.

- **EXECUTIVE**

- **REGIONAL COMMISSIONER:** Responsible for managing the day-to-day business of the region, while complying in spirit and letter with the objectives of the American Youth Soccer Organization
- **COACH ADMINISTRATOR:** Responsible for coach selection, training, and communication.
- **REFEREE ADMINISTRATOR :** Responsible for referee selection, training, and communication. There is an extensive referee staff.
- **TREASURER:** Responsible for the budget, paying all invoices, depositing all checks.
- **SAFETY DIRECTOR :** Responsible for the safety at each field. Handles accident claims.
- **REGISTRAR:** Responsible for planning and implementing the annual registration of players and volunteers. Manage regional computer system, and office files. Assist division commissioners and staff as needed.
- **AUDITOR:** Responsible for protecting the region's assets by monitoring, reviewing and reporting on finances and records.
- **SECRETARY:** Record, type and distribute minutes at Region 69 Board Meetings.

- **ADVOCATES**

- **SAFE HAVEN ADVOCATE (CVPA) :** Ensure that Region 69 is in compliance with the Child Protection Act and Volunteer Protection Act. Collect and review all Volunteer Applications for the AYSO National Support and Training Center.
- **KIDS ZONE ADVOCATE:** Responsible for posting Kids Zone signs at each field at the beginning of the season. Collect Kids Zone Parent Pledges from the teams on Uniform Distribution Day. Oversee, mentor, and assist Kids Zone Team Ambassadors in maintaining harmony among the coaches, referees, and parents.

- **OPERATIONS**

- **DIVISION COMMISSIONER:** Assist with coach selection. Supervise all aspects of play in one of our age divisions. Includes supervision of team formation, waiting list management and liaison with coaches in that division.
- **FIELD SET-UP SUPERVISORS:** Supervise preparation of a playing field. Supervise set-up - take- down of goals, marking of fields. Train volunteers to do field set-up. Store equipment and supplies as needed.
- **SCHEDULING :** Develop and publish schedules for all teams playing in the region. Assist Area Director in development of Inter-Regional schedules.

- **UNIFORM DIRECTOR** : Select and purchase team uniforms. Issue in accordance with established procedures. Order replacements as required.
- **EQUIPMENT DIRECTOR** : Take inventory of and order all equipment, such as goals, nets, paint, balls and cones for the region.
- **POST SEASON PLAY DIRECTOR**: Act as director at Regional Champion Tournament held in December. Set up work schedule for Area Tournament in January.
- **ALL-STAR COORDINATOR**: Work with Regional Commissioner, Division Commissioners and Executive Board on selecting All-star and Tournament Team coaches. Oversee Tournament Season
- **EXTRA COORDINATOR**: Work with Regional Commissioner, Division Commissioners and Executive Board on selecting “EXTRA” Team coaches. Oversee “EXTRA” Program.
- **SPECIAL EVENTS**
 - **PICTURE DAY COORDINATOR** : Arrange for the photographer. Set up and distribute picture day schedule. Coordinate Picture Day Event. Handle distribution of pictures.
 - **SPORTSMANSHIP DIRECTOR**: Plan and oversee the Sportsmanship Party at the end of the season in December.
 - **U8 TOURNAMENT DIRECTOR** : Plan and implement the U8 Tournament held in December with the help of Div. Commissioners.
 - **AWARDS DIRECTOR** : Responsible for ordering and delivering trophies, pins, and medals.
- **COMMUNICATIONS**
 - **WEBSITE COORDINATOR** : Post and update information on Region 69 website.
 - **COMMUNICATIONS DIRECTOR** : Receive and respond to all 454-KICK phone messages and all info@ayso69.org emails.
 - **PUBLICITY DIRECTOR** : Issue news releases to local media.
 - **SPONSORSHIP DIRECTOR** : Keep track of sponsor donations and send acknowledgment letter for tax purposes and as a “Thank You.”